

## Webinar Begins at 12:00 p.m.

- Dial-In Information
  - 1-877-820-7831
  - Passcode: 524620
- Audio Controls
  - Mute / Un-mute \*6
  - Increase volume \*4
  - Decrease volume \*7
- Introduce yourself on the group chat

[http://pid.dpi.wi.gov/pid\\_lta](http://pid.dpi.wi.gov/pid_lta)



## Webinar Recording Location

[http://pid.dpi.wi.gov/pid\\_lta](http://pid.dpi.wi.gov/pid_lta)



## 2016 LSTA Information Session Federal Grant Subawards

July 27, 2015



## Webinar Presenters



- Terrie Howe  
– LSTA Coordinator



- Ryan Claringbole  
– Technology Consultant



- Tessa Michaelson Schmidt  
– Youth & Special Services Consultant

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## LSTA Grant Training Agenda

- 2016 LSTA Information
- LSTA Purposes
- 2016 LSTA Budget
- 2016 LSTA Schedule
- 2016 LSTA Categories & Requirements
  - Competitive
  - Noncompetitive
- 2016 LSTA Grant Application
- Application Tips
- Review of Grants & Conflict of Interest
- Contact Information

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

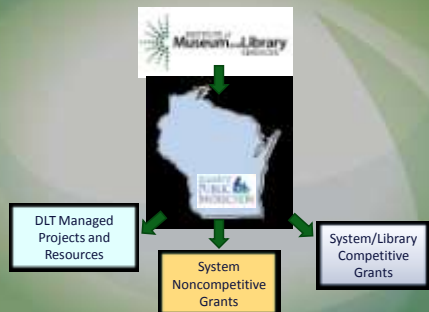
---

---

---

---

## LSTA Overview



[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)

---

---

---

---

---

---

---

---

## Federal Purposes of LSTA

- LSTA built on the strengths of LSCA
- Focus on technology, resource sharing, and targeted services
- LSTA federal purposes revised in 2010
- LSTA up for reauthorization in 2016

[http://pdf.dpi.wi.gov/pdf\\_lsta](http://pdf.dpi.wi.gov/pdf_lsta)



## LSTA Information & Guidelines

### Three Purposes from WI [LSTA Five Year Plan 2013-2017](#)

- Utilization of technology to improve library services
- Convenient access and quality library services for all residents
- Support the equalization of access to information and lifelong learning resources

<http://pdf.dpi.wi.gov/lsta/default/files/mms/pdf/pdf/lstaplan13.pdf>



## 2016 LSTA Preliminary Budget for Subawards

### Preliminary Budget 2016 Federal Grant Subawards

The grant categories and the dollar amounts may be revised on the basis of the final dollar availability, number and quality of applications submitted and other factors before final awards are made. The amount of LSTA funds allocated to be available for LSTA selected projects for fiscal year 2016 is \$1,000,000.

#### Federal Grant Subawards

##### A. Technology

Digital Content	\$125,000
Digitization of Library Materials Special	\$25,000
DPLA Participation Support	\$10,000
Library System Endowment Grants	\$100,000
Library E-Read	\$75,000

##### B. Serving Special Populations

Accessibility	\$75,000
Library	\$25,000

##### C. Library Improvement

Delivery Services	\$95,000
Continuing Public Library System	\$10,000
<b>Total Federal Grant Subawards</b>	<b>\$630,000</b>

Wisconsin Public Library of America



## 2016 LSTA Grant Schedule

### Schedule for 2016

**Notes:** We strive to provide an adequate timeline for a new federal reporting system at BLS, and to accommodate the public's of changes in federal budgets that occur postmark submissions in the next 2016 project grant cycle will be completed at a twelve-month period from April 1, 2016 through March 31, 2017, as indicated below.

April 1, 2015	LSTA Advisory Committee to conduct grant competition: budget for 2015
Early July 2015	Information available online for 2015 LSTA Federal grant review and application
Mid-July 2015	Application available online for 2015 LSTA Federal grant review and application
Late July 2015	Final training for LSTA applicant offered
August 2015	Grant applications received and reviewed
September 4, 2015	Grant applications must be submitted online by 4:30 pm; signature project and subproject 4:30 pm; application must be submitted by September 4, 2015 (ONLY online applications are acceptable)
September 2015	Reviewers trained and applications distributed for review
December 7, 2015	Reviewers report due
December 10, 2015	LSTA Advisory Committee meeting to consider recommended recommendations
Early 2016	Grant award announcements (pending federal appropriations); Application approval (final review of grant of use movements)
April 1, 2016	Projects begin (pending federal appropriations)
March 31, 2017	Final LSTA evaluation due (online)
February 18, 2017	Final Budget Review due to PLTF

### Important Dates

- Online applications due September 4, 2015 by 4:30pm; timestamp/postmark deadline.
- Grant award announcements in January or early February 2016 (pending federal appropriations)
- Projects begin April 1, 2016
- Projects end March 31, 2017

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)



### Applicants for ALL Competitive Grants

- Public Library Systems & Public Libraries
- Public libraries and public library systems can submit collaborative grants with other public libraries and/or systems. One library/system must serve as primary grant administrator.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)



## Subaward Categories

- Grant categories and dollar amounts may be revised
  - total dollars available
  - applications submitted
- Applications are reviewed by category not by category level
- Competitive & Non-Competitive

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Requirements for ALL Competitive Grants

- Involve member libraries (for system projects)
- Include **collaboration** with community partners
- Provide **training for library staff**
- Implement **strategic marketing plan** to alert people to your new service that includes all library users
- Implement project **evaluation** strategies

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Requirements for ALL Competitive Grants (cont'd)

- Comply with factors outlined in LSTA Information & Guidelines: Chapter 6 "**Need to Know**"
- Include participation by grant administrator in **online group forum** with other category grant administrators, led by DLT Consultant
- **Submit media files** (such as digital images, videos, URLs) as part of final evaluation to show grant progress
- **Showcase completed grant** to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## LSTA Competitive Technology Categories

- Digital Creation Technology  
– \$120,000
- Digitization-Library Historical Material  
– \$40,000

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Digital Creation

### Purpose

To develop and improve the library's digital resources and services **to foster and facilitate a dynamic learning experience** where people come for the unique production of local information in a collaborative learning environment; e.g. Makerspaces.

### General Requirements

- **Evidence of Need** of a targeted population to be served.
- Differentiate between primary & secondary population to be served.
- Funds may be used to designate staff resources and develop **services** and programming to support digital creation by library users.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Digital Creation (cont'd)

### Outcomes :

- Identify how change and impact will be measured at the beginning and the end of the project

### Activities and Evaluation must identify:

- Document a maximum of 20 project activities (including mode and format, if applicable) as well as an evaluation strategy for each activity.
- Include information about where an activity took place (locale), who benefitted (beneficiary), and any partner(s) who contributed effort to the activity.
- Participation by grant administrator in online group forum led by DLT Technology Consultant
- Submission of media files (such as digital images, videos, URLs) as part final evaluation to show grant progress
- Training for library staff
- Plan to showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource (project grants only)

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Digital Creation (cont'd)

### Budget and Budget Narrative

- Conform with LSTA allowable costs
- Show consistent and accurate computations

### Abstract

- The abstract portion of the grant application must directly address the purpose of the digital creation category

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)



## Digitization of Library Historical Material

### Purpose

This category will **widen the scope of online access to historical materials found in Wisconsin libraries** while maintaining high standards for project quality, accessibility, interoperability, and sustainability. This category will allow public libraries to **digitize materials that are unique or of local interest**. Libraries may manage their own digital repositories, or develop partnerships with organizations that can provide hosting and technical expertise. Materials must be related to the history, culture, environment, government, or economy of the state of Wisconsin.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)



## Digitization of Library Historical Material

### Possible uses for funds in this category include:

- Basic scanner
- Scanning software
- Image editing software
- Collection management software
- OCR (optical character recognition) software
- Outsourcing a project to a vendor for scanning
- Time to scan and provide metadata development
- Licensing fee to harvest collection for Recollection Wisconsin (formerly Wisconsin Heritage Online)
- Storage costs for access and preservation of digital files (i.e. local area network, cloud, external hard drives, archival-quality DVDs)

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Digitization of Library Historical Material

### General Requirements

- A project must contain **unique local resources** not available elsewhere online for free.
- A project must be completed within the grant award period (**April 1, 2016-March 31, 2017**).
- Applicants must develop **reliable project cost** estimates
- Applicants must **specify type, size**, and approximate **amount of material** to be digitized
- Applicants must **select materials**, research **copyright**, develop **metadata**, and publicize project.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Digitization of Library Historical Material

### Requirements to provide public access:

- **OAI-compliant platform** (Open Archives Initiative) such as CONTENTdm, ResCarta, or Omeka (with plug-in)
- Provide metadata that can be **harvested by aggregators** such as Recollection Wisconsin or, in the future, the Digital Public Library of America (DPLA).
- **Content** may be hosted locally or access may be provided in partnership with another institution (i.e. CONTENTdm at Milwaukee Public Library through Recollection Wisconsin). **Digital collections must be made freely available online.** Authentication or location restrictions (such as viewing in library only due to copyright restrictions) are not permitted.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---



## Digitization of Library Historical Material

### Assure long-term access through:

- Selection and copyright requirements
- Scanning and image processing requirements
- Metadata requirements
- Marketing/visibility requirements

[http://pdl.dpi.wi.gov/pdl\\_lsta](http://pdl.dpi.wi.gov/pdl_lsta)




---

---

---

---

---

---

---

---

## LSTA Competitive Serving Special Populations Categories

- Accessibility
  - \$75,000
- Literacy
  - \$85,000

[http://pdl.dpi.wi.gov/pdl\\_lsta](http://pdl.dpi.wi.gov/pdl_lsta)




---

---

---

---

---

---

---

---

## Serving Special Populations

...For whom using the library is difficult, limited, or minimized

[http://pdl.dpi.wi.gov/pdl\\_lsta](http://pdl.dpi.wi.gov/pdl_lsta)




---

---

---

---

---

---

---

---

## Serving Special Populations

...For whom using the library is difficult, limited, or minimized

**Difficult** because of transportation access or cost, library hours, library location, etc.

**Limited** because of awareness, accessibility, comfort, etc.

**Minimized** because of displacement, unfamiliarity, insecurities, etc.

[http://pld.dpi.wi.gov/pld\\_lista](http://pld.dpi.wi.gov/pld_lista)




---

---

---

---

---

---

---

---

## Serving Special Populations

...For whom using the library is difficult, limited, or minimized

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills

[http://pld.dpi.wi.gov/pld\\_lista](http://pld.dpi.wi.gov/pld_lista)




---

---

---

---

---

---

---

---

## Serving Special Populations

...For whom using the library is difficult, limited, or minimized

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills

**It's not enough to simply target a population(s). Find out from the population, and those who already successfully work with them, how your library might provide special services.** Planning grants support efforts to define and identify a community's special population(s) and their (potential) issues/needs. Project grants should be based on identifiable needs.

[http://pld.dpi.wi.gov/pld\\_lista](http://pld.dpi.wi.gov/pld_lista)

---

---

---

---

---

---

---

---

## Planning and Project Grants

- **ONLY** for Accessibility and Literacy categories
- Level 0 planning grant funds may be used to **investigate** services to special populations. Planning grants support efforts to define and identify a community's special population(s) and their (potential) issues/needs.
- Level 1 and 2 project grant funds may be used to **implement** or **improve** services to special populations.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Accessibility

Serving Special Populations Accessibility grants **support the quality of and access to library and information services** to people for whom using the library is difficult, limited, or minimized.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Accessibility

Library and information services can be considered in terms of **library spaces, communications, programming, outreach, and resources**. Improvement can be considered in terms of **accommodations, assistive technology or techniques, design, inclusive practices, and planning**.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---




---

---

---

---

---

---

---

---

## Literacy

Serving Special Populations Literacy grants aim to **provide literacy services** to people for whom using a library is difficult, limited, or minimized.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)

---

---

---

---

---

---

---

---

## Literacy

Literacy is defined generally as the **ability to read, write, and communicate**. This definition might expand in relation to the **age**, e.g. early literacy; **topic**, e.g. health literacy; or **medium**, e.g. digital literacy.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)

---

---

---

---

---

---

---

---

See LSTA Information & Guidelines for project examples




---

---

---

---

---

---

---

---

### Accessibility VS. Literacy

- Accessibility grants support the quality of and access to library and information services
- Literacy grants provide literacy services

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

### Noncompetitive Grant Categories for Eligible Public Library Systems

- Delivery Services
  - \$90,000
- Merging Integrated Library Systems (ILS)
  - \$75,000
- Public Library System Technology
  - \$350,000
- Combining Public Library Systems
  - \$25,000

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Delivery Services

### Purpose

Funds used to provide a subsidy to Northern Waters Library Service for the costs of in-system delivery and inter-system delivery.

Funds used to provide a subsidy for public library system services for the statewide delivery backbone network operated by the South Central Library System.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Merging Integrated Library Systems

**Purpose:** To fund inter-system merger of system-hosted shared integrated library systems (ILS)

### Use of Funds:

Grant funds may be used for hosted services, software, data conversion or preparation, membership fees, and system or network upgrades specifically needed to support the merging of the shared systems. The final 20% of grant funds will be withheld until the new merged system is implemented and operational.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Merging Integrated Library Systems

### Grant Priorities

1. Grants to enable the merger of existing shared integrated systems coinciding with the merger of 2 regional library systems under Wis. Stats 43.15(4)(a). Within this priority, grants that serve the largest number of residents in the merged system will receive priority.
2. Grants to enable the shared ILSs of 2 or more adjacent regional library systems to create a new shared integrated system over a larger region. Within this priority, grants that serve the largest number of libraries in the new system will receive priority.

[http://pld.dpi.wi.gov/pld\\_tsta](http://pld.dpi.wi.gov/pld_tsta)




---

---

---

---

---

---

---

---

## Public Library System Technology

### Purpose

To support and improve access to equipment and services to library system technology projects.

### General Requirements

- Projects must be consistent with the Wisconsin Library Technology Strategic Plan
- Projects must be consistent with your system technology strategic plan
- Systems must address how and to what extent they involved their member libraries in developing the system's applications
- Projected funding must be specific
- Since this grant is awarded annually, application content must be original and reflect this year's plan

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Combining Public Library Systems

### Purpose

- To provide more robust and efficient library services in a time of diminished state and local funding by supporting the merger of two (or more) smaller public library systems or two (or more) systems that already have cooperative relationships and similar service areas.

### Funding

- Both system boards must demonstrate, through resolution, a willingness to investigate a merger with another system, and designate one as a fiscal agent. No more than \$2500 would be available for Stage 1 grants to offset related preliminary costs (studies, meetings, facilitators and consultants, development of plan for resulting system).

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## 2016 LSTA Grant Application Form

Consists of:

- General Information, Category choice
- Purpose and Intent of Project
- Evidence of Need
- Project Outcomes
- Project Activities & Evaluation
  - Choices of Activity type by mode & format

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## 2016 LSTA Grant Application Form (cont'd)

- Project Budget
- Project Narrative
- Address Indirect Cost
- Distribution of Funds (if more than one institution involved)
- Abstract

[http://pdl.dpi.wi.gov/pdl\\_lsta](http://pdl.dpi.wi.gov/pdl_lsta)




---

---

---

---

---

---

---

---

**Data Universal Numbering System (DUNS) number:** All LSTA grant applicants must have an applicant-specific (library or library system) nine-digit DUNS number; i.e., municipality or friends group DUNS numbers cannot be used. If your public library or system does not have a DUNS number, you must obtain one from the federal government.

**GENERAL INFORMATION** (Users often enter only the information as required)

Applicant Library or Library System: \_\_\_\_\_

Library System: \_\_\_\_\_

Web / Web Project Administrator: \_\_\_\_\_

Project Administrator: First Name: \_\_\_\_\_

Project Administrator: Last Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

PO Box (if applicable): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code (include or leave blank): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Collection (Optional): \_\_\_\_\_

Applicant County (One or more): \_\_\_\_\_

County Served by Project (One or more): \_\_\_\_\_

People Served by the Project (Estimated number of people who will benefit from this project): \_\_\_\_\_

DUNS Number (Nine digit): \_\_\_\_\_

Federal Congressional District(s) Served by the Project (Choose all that apply): \_\_\_\_\_

General Information completed by all applicants




---

---

---

---

---

---

---

---

## General Information (Cont'd)

**Non-competitive Grant Categories** (Select one)

- ☐ Library Services
- ☐ Continuing Professional Systems
- ☐ Digital Public Library of America (DPLA)
- ☐ Library System Technology
- ☐ Emerging Technologies (ET)

**Competitive Grant Categories** (Select one)

**Technology**

- ☐ Digital Content Technology: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_
- ☐ Digital Content (Library/Personal Material): Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_

**Serving Special Populations**

- ☐ Accessibility Planning: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_
- ☐ Accessibility Project: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_
- ☐ Library Planning: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_
- ☐ Library Project: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_

[http://pdl.dpi.wi.gov/pdl\\_lsta](http://pdl.dpi.wi.gov/pdl_lsta)




---

---

---

---

---

---

---

---



## Purpose and Intent

**Purpose/Purpose Statement** (Required) (Maximum Points for Competitive Grants: 10)

Provide a clear, concise statement of the purpose of the project. This statement should be specific, measurable, achievable, relevant, and time-bound (SMART). It should also include the project's goals, objectives, and expected outcomes. The statement should be written in a clear, concise, and professional manner.

**Justification of Technology to Improve Service** (Required) (Maximum Points for Competitive Grants: 10)

Describe the technology that will be used to improve service. Explain how the technology will be used to improve service, and how it will be integrated into the existing system. The justification should be written in a clear, concise, and professional manner.

**Expected outcomes and goals. Write metrics for the project.** (Required) (Maximum Points for Competitive Grants: 10)

Describe the expected outcomes and goals of the project. Write metrics for the project, such as the number of users, the number of transactions, and the number of errors. The metrics should be written in a clear, concise, and professional manner.

**Requirements specification of system information and testing, learning, and evaluation.** (Required) (Maximum Points for Competitive Grants: 10)

Describe the requirements specification of the system information and testing, learning, and evaluation. The requirements should be written in a clear, concise, and professional manner.

**Project Impact** (Required) (Maximum Points for Competitive Grants: 10)

Describe the project impact. Explain how the project will impact the community, the economy, and the environment. The impact should be written in a clear, concise, and professional manner.

[http://pfd.dpi.wi.gov/pfd\\_sta](http://pfd.dpi.wi.gov/pfd_sta)

## Need and Outcome

**Evidence of need:** (Maximum Points for Competitive Grants: 10)

Provide proof that the need for the project exists. This proof should be in the form of a letter from a community leader, a letter from a business leader, or a letter from a government leader. The letter should be written in a clear, concise, and professional manner.

**Project Outcomes** (Maximum Points for Competitive Grants: 10)

Describe the project outcomes. Explain how the project will impact the community, the economy, and the environment. The outcomes should be written in a clear, concise, and professional manner.

See the **LSTA Application Guide** and **Framework** for examples and considerations

State your case clearly and simply to create context for a reviewer unfamiliar with your community.

[http://pfd.dpi.wi.gov/pfd\\_sta](http://pfd.dpi.wi.gov/pfd_sta)

## Activities and Evaluations

**Project Activities & Evaluation** (Maximum Points for Competitive Grants: 40)

Document a minimum of 10 project activities (including needs and formal). If applicable, as well as an evaluation strategy for each activity. Project activities must address category specific grant requirements (see in the 2014-2015 Information & Guidelines ([http://pfd.dpi.wi.gov/pfd\\_sta](http://pfd.dpi.wi.gov/pfd_sta))). Include information about where an activity took place (inside, outside, or both), and any partner(s) who contributed to the activity.

**What is an Activity?**

- Actions and processes through which the intent of a project is accomplished.
- Each activity should account for at least 10% of the total amount of resources committed to the project.
- Further specified by Needs and Outcomes.

The following are the activity types and definitions that must describe the form of activities planned for your project.

Activity Type	Definition
Information	Acquisition of information for knowledge or skill transfer.
Consult	Increase the acquisition, development, or transfer of information.
Planning/Evaluation	Activities that support the development, or assessment of operations, services, or resources.
Procurement	Increase purchasing facilities, equipment, supplies, facilities, or services, or other materials that support general library operations. It is the improvement of physical or technological infrastructure.

Activities will be one of these types

[http://pfd.dpi.wi.gov/pfd\\_sta](http://pfd.dpi.wi.gov/pfd_sta)

**What is a Mode?**  
How an activity is delivered, adopted, or implemented (such as program presentation, acquisition, or presentation).

Activity	Mode	Definition
Instruction	How learning is delivered or supported	
Content	How information is made accessible	
Planning/evaluation	Other information to collect, analyze, and/or disseminate	
Assessment	Not applicable	

**Activities are further defined by Mode and Format**

Activity	Mode	Definition
Instruction	Program	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Presentations	Partial instruction and/or partial engagement (e.g., an informal presentation).
	Consultation	Informal interaction with an individual or group of individuals. May involve staff or other professionals provide expert advice or technical services to individuals, staff, or organizations.
Assessment	Mode	Definition
	Acquisition	Learning, training, and receiving materials for direct or indirect collection to complete, manage, or get what may include budgetary resources. May also include providing advice to learners for the use of equipment with related agencies (e.g., students, workers) to direct acquisition of items, either equipment or services, or providing the act of supporting, transporting, or otherwise maintaining, etc. (e.g., equipment).
	Creation	Creation of a collection of an information base (e.g., a database, a library, a network, a virtual repository) of the activity or something else to be used for the activity.
	Dissemination	Apply knowledge, information, and/or skills and experience to a collection of items (e.g., a group of items) for a collection for purposes of instruction, training, or research.
	Learning	Process of a learner's acquisition and collection through the use of a collection of items (e.g., a group of items) for a collection for purposes of instruction, training, or research.
Assessment	Learning	Learning of a learner's acquisition and collection through the use of a collection of items (e.g., a group of items) for a collection for purposes of instruction, training, or research.
Assessment	Assessment	Learning of a learner's acquisition and collection through the use of a collection of items (e.g., a group of items) for a collection for purposes of instruction, training, or research.

Activity	Mode	Definition
Planning & Evaluation	Preparation	Research of a particular problem, technical work, or the condition of a project, program, service, operation, resource, activity, and group.
	Preparation	Research of a particular problem, technical work, or the condition of a project, program, service, operation, resource, activity, and group.
Assessment	Mode	Definition
Assessment	Not applicable	Learning of a learner's acquisition and collection through the use of a collection of items (e.g., a group of items) for a collection for purposes of instruction, training, or research.

**What is a Format? It is characteristic of a mode.**

Activity	Mode	Format	Definition
Instruction	Program	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Presentations	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Consultation	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Consultation	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
Assessment	Mode	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Acquisition	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Creation	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Dissemination	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
Learning	Mode	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Acquisition	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Creation	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.
	Dissemination	Formal	Formal instruction and educational engagement (e.g., a class or course) with defined goals.

**What is a Partner? It is a person or organization that is involved in the activity.**

**What is a Beneficiary? It is a person or organization that is the result of the activity.**

**What are Evaluation Strategies?**

Continuous improvement and activity needs project findings. Strategies include: review of administrative data, interviews, focus groups, formal observations, etc. Examples of evaluation strategies include: interviews, focus groups, formal observations, etc. Examples of evaluation strategies include: interviews, focus groups, formal observations, etc.

**These terms and definitions will be part of the new reporting system for IMLS**

## Activities & Evaluation on Form

Navigation of Activities to Display

Activity 1

Select the origin (if any), type, priority, and format

Type: Content

Mode: Presentation

Format: Digital

Description:

Evaluation Strategy:

[http://pld.dpi.wi.gov/pld\\_list](http://pld.dpi.wi.gov/pld_list)

## How to Save Your Application



<http://dpi.dpi.wisconsin.gov/grant/2014-2015>

## How to Save Your Application



<http://dpi.dpi.wisconsin.gov/grant/2014-2015>

## Budget

**Project Budget**

Complete this budget table to provide a detailed budget for your project. Check your work for accuracy and consistency. Budgets are required for all 2014-2015 grant applications. Budgets are required for all 2014-2015 grant applications. Budgets are required for all 2014-2015 grant applications.

For each line item, you must provide a description of the item, the amount of the item, and the category of the item. The budget table is divided into three sections: Personnel, Materials, and Other. The Personnel section includes items such as salaries, benefits, and travel. The Materials section includes items such as equipment, supplies, and materials. The Other section includes items such as rent, utilities, and insurance.

Category	Item Description	Amount	Unit	Total
Personnel	Salary	10000	per year	10000
Personnel	Benefits	2000	per year	2000
Personnel	Travel	500	per trip	500
Materials	Equipment	15000	one-time	15000
Materials	Supplies	1000	per year	1000
Other	Rent	5000	per year	5000
Other	Utilities	1000	per year	1000
Other	Insurance	2000	per year	2000

**Equipment and Other Items**

Equipment items are those items that have a useful life of more than one year and a value of more than \$500. Other items are those items that do not meet the criteria for equipment.

For each equipment item, you must provide a description of the item, the amount of the item, and the category of the item. The equipment table is divided into two sections: Equipment and Other. The Equipment section includes items such as computers, printers, and cameras. The Other section includes items such as furniture, vehicles, and tools.

**More details are needed in the Budget. Equipment only items greater than \$5000. Otherwise considered supplies and materials**

## Budget

Refer to Ch. 6  
"Need to  
Know" for  
information  
about  
allowable and  
unallowable  
expenses; see  
also **LSTA FAQ**  
on the LSTA  
website.

<b>Budget Narrative:</b> Please explain the funding amounts listed above.	
<b>A. Salaries, wages, and benefits</b>	Narrative should include justification for not exceed 40% of FTEs in description. Provide sufficient detail to ensure that LSTA funding is not exceeding budgeting.
<b>B. Consultant fees</b>	Narrative should include description of services of consultant along with estimated contribution to project. Include consultant name wherever possible.
<b>C. Travel</b>	Narrative should include number of travelers and description of types of travel expenditures.
<b>D. Supplies/ Materials</b>	Narrative should include description and quantity of supplies/materials acquired.

Check your  
math for  
accuracy  
and  
consistency.  
Narrative  
should  
match  
budget.

[http://pfd.dpi.wi.gov/pfd\\_lsta](http://pfd.dpi.wi.gov/pfd_lsta)

## Abstract

Project  
Summary

Maximum Points for Competitive Grants: 5

Provide a succinct paragraph of the project: its purpose and intended outcome based on the project title, target populations, and identifying need previously specified. If your project is funded, the abstract will be included on the LSTA website and the application will be made available upon request. (See responses at [http://www.dpi.wi.gov/pfd\\_lsta](http://www.dpi.wi.gov/pfd_lsta))

Please see examples of abstracts from DITD at:  
[http://www.dpi.wi.gov/pfd\\_lsta/abstracts/abstracts.pdf](http://www.dpi.wi.gov/pfd_lsta/abstracts/abstracts.pdf)

[http://pfd.dpi.wi.gov/pfd\\_lsta](http://pfd.dpi.wi.gov/pfd_lsta)

## Certifications

<b>Certifications</b>	
Please provide the following information to certify the accuracy of the information provided in the application.	
I, the undersigned, certify that the information provided in the application is true and accurate to the best of my knowledge and belief.	
I am the principal investigator or the person responsible for the project.	
I am not a member of the State of Wisconsin Department of Education or the State of Wisconsin Department of Public Safety.	
I am not a member of the State of Wisconsin Department of Health Services or the State of Wisconsin Department of Social Services.	
I am not a member of the State of Wisconsin Department of Transportation or the State of Wisconsin Department of Natural Resources.	
I am not a member of the State of Wisconsin Department of Agriculture, Forestry and Fisheries or the State of Wisconsin Department of Environmental Protection.	
I am not a member of the State of Wisconsin Department of Insurance or the State of Wisconsin Department of Banking, Finance and Consumer Protection.	
I am not a member of the State of Wisconsin Department of Children, Youth and Families or the State of Wisconsin Department of Corrections.	
I am not a member of the State of Wisconsin Department of Employee Cost Management or the State of Wisconsin Department of Information Technology.	
I am not a member of the State of Wisconsin Department of General Services or the State of Wisconsin Department of Health Care Services.	
I am not a member of the State of Wisconsin Department of Industrial Development or the State of Wisconsin Department of Job Development.	
I am not a member of the State of Wisconsin Department of Labor and Industrial Relations or the State of Wisconsin Department of Licensing.	
I am not a member of the State of Wisconsin Department of Legislative Services or the State of Wisconsin Department of Parks, Recreation and Tourism.	
I am not a member of the State of Wisconsin Department of Public Safety or the State of Wisconsin Department of Revenue.	
I am not a member of the State of Wisconsin Department of Quality of Life or the State of Wisconsin Department of Statewide Administrative Services.	
I am not a member of the State of Wisconsin Department of Technical Education or the State of Wisconsin Department of Veterans Affairs.	
I am not a member of the State of Wisconsin Department of Transportation or the State of Wisconsin Department of Urban Development.	
I am not a member of the State of Wisconsin Department of Workforce Development or the State of Wisconsin Department of Youth Development.	

[http://pfd.dpi.wi.gov/pfd\\_lsta](http://pfd.dpi.wi.gov/pfd_lsta)

## Certification (cont'd)

**Signature**

I, **TERESA HOWE**, certify that the information provided is true and correct to the best of my knowledge and belief, and that I am not providing false or misleading information. I understand that providing false or misleading information is a violation of the Wisconsin State Statutes and may result in the denial of the grant and/or the suspension of the grantee's participation in the program.

**Applicant Name:** Wisconsin Library System  
**Project Title:** Wisconsin Library System  
**Project Number:** 1234567890  
**Project Location:** Madison, WI

**Signature of Applicant:** \_\_\_\_\_  
**Date of Signature:** \_\_\_\_\_

**Signature of Terrie Howe:** \_\_\_\_\_  
**Date of Signature:** \_\_\_\_\_

**Sign Instructions**

Print two copies of this page. Sign and scan one copy to Terrie Howe. Use the second copy. The signed copy may be scanned and attached to email sent to [teresa.howe@dpi.wi.gov](mailto:teresa.howe@dpi.wi.gov) by the due date. Otherwise, the signed copy must be postmarked no later than 4:30 p.m. on September 4, 2015, and addressed to:

**Recipient Information:**  
 Terrie Howe, LSTA Program Coordinator  
 Division of Library and Technology  
 400 East Wisconsin Avenue  
 Madison, WI 53706-1001

Your application has not yet been submitted. Click the Next Page button to continue.

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)

## Certification Signature Page

### Certification Signature Page

Print a copy of the certification/signature page – the last page of the grant application. Sign, scan, and attach a signed page as an email attachment to Terrie Howe no later than 4:30 p.m. on September 4, 2015.

([teresa.howe@dpi.wi.gov](mailto:teresa.howe@dpi.wi.gov)) OR

Mail the signed copy postmarked no later than 4:30 p.m. on September 4, 2015. File for your records. Address is on the certification page.

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)

## LSTA Application

- Online applications only
- The application is the same for competitive and noncompetitive grants
- Use the online form to:
  - Enter any text to advance through the screens
  - Save, edit, and return to a working copy
  - Submit your final online application

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)

### LSTA Application Tips

- Create your own version of the application in a separate document on your desktop
  - Copy and paste narrative text from your version to the online form
  - DO NOT use special formatting (bullets, columns, section breaks, quotation marks) generally do not transfer to the online application form
  - Save your document and save your online application often during the application process

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

### LSTA Application Tips

- There is no online summary page of the application to print.
- You will receive a .pdf version of the application when all have been submitted (after September 4<sup>th</sup>) from LSTA Coordinator.

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

### Additional Helpful Information

**LSTA Website:** [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)

**2016 LSTA Information and Guidelines:**

<http://pld.dpi.wi.gov/files/pld/pdf/guide16.pdf>

[http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)




---

---

---

---

---

---

---

---

## Helpful Information - Costs

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart E

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

- **Subpart E—Cost Principles**

— <http://tinyurl.com/ofnpgqs>

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)




---

---

---

---

---

---

---

---

## Review of Grants &

### Conflict of Interest Policy

- DPI staff reviews noncompetitive categories
- 5 library peers trained to review each competitive category
- Reviewers work independently on rating forms
- DPI Staff review competitive ratings of reviewers
- LSTA Committee receives all applications and corresponding reviews
- Committee makes recommendations to State Superintendent (SS) at November meeting
- SS makes final award decisions
- Appeal Process for Unfunded Grant Applications

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)




---

---

---

---

---

---

---

---

## Administration of Grant

- Awarded project is administered by applicant agency (AA) - implement project as proposed
- Changes must be requested by Budget Revision and approved by DLT by 2/28/17
- To claim funds, complete fiscal reports submitted to DPI
- Follow rules signed in certifications - contract
- Complete 6 month & final evaluations
- Acknowledge (credit) IMLS

[http://pid.dpi.wi.gov/pid\\_lsta](http://pid.dpi.wi.gov/pid_lsta)




---

---

---

---

---

---

---

---

## Contact Information

Ryan Claringbole

- Digital Creation Technology
- Digitization of Library Materials
- Library System Technology
- Merging Shared ILS

[ryan.claringbole@dpi.wi.gov](mailto:ryan.claringbole@dpi.wi.gov)

(608)266-9534

[http://dpi.dpi.wi.gov/dpi\\_lsta](http://dpi.dpi.wi.gov/dpi_lsta)




---

---

---

---

---

---

---

---

## Contact Information

Terrie Howe

- General LSTA questions

[teresa.howe@dpi.wi.gov](mailto:teresa.howe@dpi.wi.gov)

(608) 266-2413

[http://dpi.dpi.wi.gov/dpi\\_lsta](http://dpi.dpi.wi.gov/dpi_lsta)




---

---

---

---

---

---

---

---

## Contact Information

Tessa Michaelson Schmidt

- Serving Special Populations
  - Accessibility
  - Literacy

[tessa.schmidt@dpi.wi.gov](mailto:tessa.schmidt@dpi.wi.gov)

(608) 267-5077

[http://dpi.dpi.wi.gov/dpi\\_lsta](http://dpi.dpi.wi.gov/dpi_lsta)




---

---

---

---

---

---

---

---



## Contact Information

John DeBacher

- Combining Public Library Systems

[John.DeBacher@dpi.wi.gov](mailto:John.DeBacher@dpi.wi.gov)  
(608) 267-9225

[http://pild.dpi.wi.gov/pild\\_list](http://pild.dpi.wi.gov/pild_list)



---

---

---

---

---

---

---



[http://pild.dpi.wi.gov/pild\\_list](http://pild.dpi.wi.gov/pild_list)



---

---

---

---

---

---

---